

City of San Antonio

ADDENDUM IV

SUBJECT: Request for Proposal (RFP) for La Villita – Retail Shops, Galleries & Working Artist Galleries, (RFP 014-043, RFX# 6100004716), Date of Issue: **July 09, 2014**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: September 9, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

A. THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. The Proposal due date has been extended to **Wednesday, November 12, 2014 at 2:00 p.m., Central Time.**
2. The deadline for final questions accepted has been extended to **Wednesday, October 8, 2014 at 2:00 p.m., Central Time.**
3. **Page 14, Change Section 014 - SCHEDULE OF EVENTS** to read as follows:

Following is a list of projected dates/times with respect to this RFP:

RFP Release Date:	July 9, 2014
Pre-Submittal Conference:	9:00 A.M. on August 13, 2014
Final Questions Accepted:	2:00 P.M. on October 8, 2014
Proposal Due:	2:00 P.M. on November 12, 2014

4. **Page 6, Change Section 004- Scope of Service** to read as follows:

004 - SCOPE OF SERVICE

The City of San Antonio is seeking proposals from prospective tenants who are qualified to operate and maintain retail businesses in twenty two spaces within twenty (20) buildings in the La Villita Historic Arts Village. The City's primary objective in this RFP is to secure retail operations that will be financially viable, profitable and will be maintained and operated at the highest standards. The City desires first-class retail shops, available to locals and tourists on a year-round basis.

The City further requires safety, cleanliness and a service quality commensurate with the authentic atmosphere which the City is seeking to promote within the Historic La Villita Arts Village. In addition,

another objective is to have operations that will make a significant improvement to the visual quality and ambiance of La Villita and its community. The term of the lease will commence on August 01, 2015.

There are three (3) categories within the La Villita RFP:

Category A: Working Artist Studio Galleries – Nine (9) spaces

Category B: Galleries – Eight (8) spaces

Category C: Retail Shops – Five (5) spaces

Respondents may respond within a maximum of two categories. Respondents may not submit two responses within a single category. Each response must be submitted individually and separately.

Category A: Working Artist Studio Galleries

There are nine (9) available spaces **RECOMMENDED** for use as Working Artist Studio Galleries (WASG). Exhibit 9 provides a list of the spaces with details for each space.

Each building **IS BEING RECOMMENDED TO** serve as a retail gallery and be defined as:

A retail business managed and operated by a working artist, artisan, or craft person that exhibits and sells works of art or craft that are produced by hand. A minimum of 50% of art or craft exhibited and available for purchase must be created/produced within the gallery by hand by the artist, artisan, craft person, or artist collaborative operating and managing the gallery. An additional 40% of the art or craft exhibited and available for purchase must be created/produced by hand by an artist, artisan, or craft person, either off premises or on the premises.

The City has recommended that these nine (9) spaces serve as working artist studio galleries. Respondents are NOT PROHIBITED from submitting a Working Artist Studio Gallery proposal for any of the other thirteen (13) spaces recommended for Gallery Use (Category B) or Retail Shop Use (Category C). The Working Artist Studio Gallery Evaluation Panel will review and rate all WASG proposals.

Category B: Galleries

There are eight (8) available spaces **RECOMMENDED** for use as Galleries. Exhibit 10 provides a list of the spaces with details for each space.

Each building **IS BEING RECOMMENDED TO** serve as a retail gallery and be defined as:

A retail business that exhibits and sells works of art or craft that are produced by hand off premises. A minimum of 90% of art or craft exhibited and available for purchase must be created/produced by hand by an artist, artisan, or craft person off premises.

The City has recommended that these eight (8) spaces serve as galleries. Respondents are NOT PROHIBITED from submitting a Gallery proposal for any of the other fourteen (14) spaces recommended for Working Artist Studio Gallery Use (Category A) or Retail Shop Use (Category C). The Gallery Evaluation Panel will review and rate all Gallery proposals.

Category C: Retail Shops

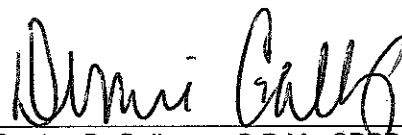
There are five (5) available spaces **RECOMMENDED** for use as Retail Shops. Exhibit 11 provides a list of the spaces with details for each space.

Each building **IS BEING RECOMMENDED TO** serve as a Retail Shop and be defined as:

A retail business sells well designed goods, products, and items, that may include but not be limited to clothing, apparel, and accessories for men, women, children, babies, and pets and/or well designed items for the home and garden.

The City has recommended that these five (5) spaces serve as Retail Shops. Respondents are NOT PROHIBITED from submitting a Retail Shop proposal for any of the other seventeen (17)

spaces recommended for Working Artist Studio Gallery Use (Category A) or Gallery Use (Category B). The Retail Shop Evaluation Panel will review and rate all Retail Shop proposals.

A handwritten signature in black ink, appearing to read "Denise Gallegos", written over a horizontal line.

Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division